



COVID-19 Sample Return Protocol

Important notes

- All caps should be secured tightly on tubes.
- Each tube should be individually contained in a box with dividers.
- Each box should come lined with a biohazard bag to ensure triple containment.
- Include a manifest in each box.
- Samples should be shipped via same day courier or FedEx Priority Overnight the same day they are collected.
- Samples must arrive within 56 hours in order to be processed.
- Results will be available 1-3 days **after** the samples arrive at the lab. A delay in shipping samples will result in a delay in results and the possibility of the samples expiring.

FedEx shipping schedule considerations

- Please contact FedEx to determine the latest pick-up or drop-off time for each day.
- Please note that shipments **cannot** be dropped off at a FedEx store.
- Shipments Monday - Friday will arrive the next day if dropped off/picked up by the FedEx Priority Overnight cutoff time using the included labels.
- FedEx Priority Overnight does not apply on weekends or national holidays.
 - Shipments on Saturday arrive on Monday with the included label. Please be aware that scheduled pick-ups may not be available and FedEx drop-off locations may have limited hours.
 - Sunday shipments are discouraged because samples will not arrive until Tuesday.
- If you require special shipping arrangements, please contact your Color Partner Lead.
- Please reach out to your Color Partner Lead with any questions.

Courier considerations

- Please provide detailed pickup instructions and onsite contact information for the courier before service begins.
- Please contact Color or the courier service if you have any changes to your desired pick up time or location.
- Pick up time or location changes need to be requested >24 hours in advance.
- Please reach out to your Color Partner Lead with any questions.

Supplies required for sample transport

All supplies are provided by Color

- Sample tube box
 - Lined with a biohazard bag
 - Contains a cardboard insert to separate up to 144 tubes
- If shipping, UN3373 and FedEx labels affixed to box
- If using a courier service, stickers with the testing site location
- Manifest document (to be filled out and included in each sample return box)

Written instructions to prepare samples for transport

1. Use the cardboard tube box lined with a biohazard bag. If shipping samples, ensure UN3373 and FedEx labels are affixed to the outside of the box.
2. Open the biohazard bag that includes the divider insert and remove the white absorbent pad.
3. Place individual sample tubes in dividers, ensuring the cap is secured on the tube.
4. Place the white absorbent pad inside the bag on top of the tubes, seal the bag.
5. Place the manifest inside the box.
6. Seal the cardboard box with packing tape and schedule a FedEx pickup or drop off at your nearest FedEx location.
7. Place the location sticker on the outside of the box and hand deliver the box to the courier.

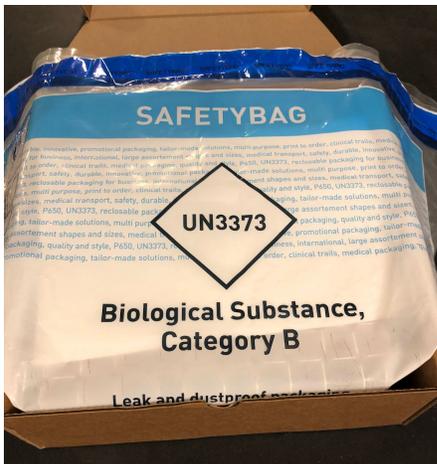
Illustrated instructions to prepare samples for transport



Open the biohazard bag that includes the divider insert and remove the white absorbent pad.

Place the individual sample tubes in dividers, ensuring the cap is secured on the tube.

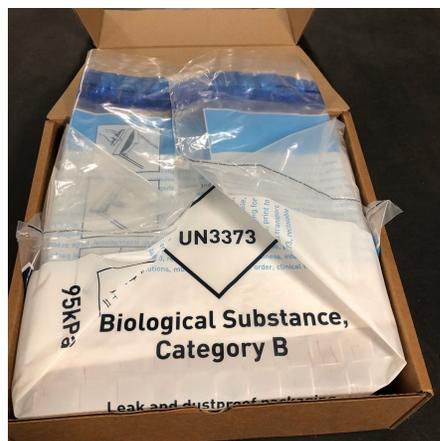
Place the white absorbent pad on top of the tubes, inside the bag when ready to seal.



Before sealing, make sure the bag is as flat as possible to push out all the air.

Fold back the blue strip to reveal the self-adhesive strip.

Peel the strip off slowly while still maintaining pressure so no air goes back in the bag.



The adhesive is very strong and once it adheres you cannot reopen.

Fold the sides and the top flap of the bag so they are within the exterior of the box.



Complete the manifest and place it on top of the bag



Fold the top of the box over and insert the tabs for a tight closure.

If shipping, seal the box with packing tape. Ensure the box has a UN3373 and FedEx return labels (top image).

If using a courier service, place a location sticker on the box (bottom image).

The box is ready for transport.